

ETIQUETTE

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SUMMARY

This thesis has been written to present in a clear and concise manner the use of etiquette in two rather common situations, namely, introductions and dining at restaurants. The proper method of making and acknowledging introductions is discussed in full, as are the accepted techniques of restaurant eating. Not only have the correct methods been pointed out, but also a few of the more common faults.

INTRODUCTION TO ETIQUETTE

Most people think of etiquette in much the same manner they think of formal dress, something to be put on for formal occasions only, and which are of no use or too much trouble to use in everyday life. This should not be the case, for there arises daily in the life of each of us the opportunity to apply a little etiquette, and, if it is exercised, it very often makes our daily routine easier, happier, and more successful. Modern etiquette has ceased to be a complex numerous set of formal rules, but has been resolved into a much simpler set which need only a little common sense in their interpretation and application. To cover all the occasions and situations requiring the use of etiquette would require an entire volume, however, two situations, namely introductions and dining out can be covered very nicely in a few paragraphs.

INTRODUCTIONS

Daily we either introduce others or~~x~~ are introduced by others, and the impressions we make often have a pronounced affect upon our social and business life. Probably the most important rule here is, pronounce names distinctly. The man is always introduced to the woman, and/or the younger to the older. The former rule taking precedent. There are three recognized forms of introduction:

Mrs. --- may I present Mr. ***

Mrs. --- do you know Mr. ***

Mrs. --- , Mr. ***

It is the best policy to stick to these unless one has a flare

for saying witty and original remarks. Never request people to shake hands or become acquainted. Group introductions should be used as little as possible, and then only when individual introductions are impossible or impractical. Such a situation would be where time is limited. Upon being introduced "I am very glad to meet you" or "How do you do", are acceptable; the latter being the preferred. A smile and a slight inclination of the head may suffice, but should be used only occasionally. Gentlemen always shake hands, and to crush the other fellows hand or pump his arm up and down until his eyes are ready to pop out are undesirable and a waste of energy. A firm short sincere handclasp is all that is necessary. In the case of a gentlemen being introduced to a lady, the handshaking is optional with her. A final word, a gentlemen never refuses an outstretched hand.

RESTAURANTS

Many of us have occasion to dine out quite often and whether the restaurant be Ptomaine Pete's or the Mayfair the basic rules are the same. The man follows the lady into the restaurant, who in turn is lead to the table by a waiter. If there is no waiter available, the lady has her own choice of the vacant tables, although the male is free to offer suggestions.

Either the gentlemen or waiter seat the lady in the seat of her choice. When at the table it is usually customary for the man to order for both. One should determine whether dinner is served a la carte' or table d'hote' and order accordingly. Sitting erect with elbows off the table is the desirable position. Although falling into a distorted position so that

one resembles the missing link may be comfortable, it hardly adds to ones personal appearance. Tricks with the silverware and water glass may make one the life of the party but too often they backfire and prove very embarrassing. When the food arrives, the napkin is placed inconspicuously in the lap, it is not unfurled like a flag. There is no rule pertaining to the speed at which food should be consumed, however, there should be no great haste to finish the meal. Seeing people with overstuffed mouths and rapidly oscillating jaws is not an appetizing sight, and very often is the forerunner of indigestion. When silverware is dropped, there is no need to instigate a search for it, many a man has relieved the toe of a shoe in his face when he recovered the lady's ankle or leg instead of his salad fork. Request another tool, its easier. Today with the habit of smoking so widespread, the use of tobacco after the meal becomes quite a problem, If there are ash trays present, others are smoking, and one one in your party objects, by all means go ahead. Tipping is discussed so often there is no need to more than mention it. Leaving the restaurant should be done leisurely, walking fast and talking in a loud voice merely serves to disturb others. Gentlemen alone may act in much the same manner, ignoring the parts pertaining to the lady, of course.

CONCLUSION

Although only two phases of the subject have been dealt with, they may be readily enlarged upon. However, they have brought out the fact that etiquette is largely common sense, confidence, and a respect for the rights of others.

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